

OFFICE MEMORANDUM

NO. 3

5 February 1952

TO: Chief, General Support Unit  
Chief, Secretariat Unit  
Chief, Coordinating and Contracting Unit

SUBJECT: Weekly Staff Meeting

1. A weekly staff meeting on Secretariat activities will be at 9:00 a.m. each Wednesday and will run as long as necessary. Meeting will take precedence over most routine matters. Absence from these meetings will be assumed to have been due for other priority business. The following are requested to attend:

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All Project Officers

2. The purpose will be:

- a. To develop continuously internal policies, procedures, and to exchange views on problems.
- b. To plan work schedules.
- c. To discuss thoroughly and to plan a course of action on all controversial problems which may arise.

3. Each staff member should keep a memo record of his weekly activities and problems. In particular, all major errors of commission or omission detected during the week should be disclosed in order that appropriate action may be initiated.

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 Chief  
Administrative Staff (s)

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